

CRB* TODAY

COURT REPORTERS
BOARD NEWSLETTER

GUARDING THE RECORD
FOR CONSUMER PROTECTION

Transcript Reimbursement Funds Continue to Prove Valuable in Low-Income Civil Cases

The Transcript Reimbursement Fund (TRF) continues to assist qualified nonprofit legal service centers and pro bono attorneys working on behalf of indigent clients who need to obtain transcripts at minimal or no cost. The TRF can be an important resource to cover the costs of producing transcripts.

TRF claims paid during fiscal year 2007/08 closely resemble what was paid in the previous year. During 2007/08, 397 claims were approved, with nearly \$220,000 distributed. In addition, nearly \$67,000 was repaid to the TRF through provisions of the Business & Professions Code 8030.6(d), which requires applicants to file a notice with the court. The notice must state the amount originally paid out by the TRF and affirms that if that sum is ever included in any award of costs, it must be refunded by the applicant to the TRF.

To qualify for reimbursement funds, litigants must be below the minimum income requirements of 125% of the current poverty threshold established by the federal government. Litigants must also be represented by qualified legal counsel for the duration of their case.

Under the law, the applicant is the qualified legal services center or referred pro bono attorney, not the litigant. The background determination and application process is completed by the representing counsel. Court reporters who are asked to apply to the TRF on someone's behalf should refer all inquiries to the CRB.

You can get more information on the TRF program, including relevant government codes, guidelines for approval, and contact information by going to the CRB website (www.courtreportersboard.ca.gov) and clicking "Transcript Reimbursement Fund."

Two-Phase Compliance Review Increases Accountability and Communication

California court reporting schools are adapting well to the new two-phase compliance review process. Implemented in 2007, each of the CRB-recognized schools successfully completed Phase 1 by October 15, 2007, submitting necessary documentation on faculty qualifications, distance instruction, and academic and classroom requirements.

Phase 2 is now underway. Originally, four schools were slated for spring 2008 review, but due to budget constraints, the CRB had to limit reviews to South Coast College and

Sage College. The reviews were a success and provided a forum for the CRB team and school administrators to exchange information and discuss current issues.

Intended to increase communication among schools, students, and the CRB, as well as verify information provided during Phase 1 of the review, the visits include an administrator orientation session, file and instructional material review, and student interviews. Areas reviewed include positive daily attendance records, student disclosure

I have retired. It is funny how three little words can hold so much meaning. In the 2,475 days (or two thousand four hundred and seventy five days if you are counting folios) that I have had the honor of serving as the CRB Executive Officer, I have seen a number of improvements to Board operations and CSR testing. It has been a pleasure to learn about the court reporting industry, to respond to industry concerns, and to implement solutions. However, after having spent nearly seven years with the Board, it is time for me to explore other opportunities.

Fortunately, I will be leaving you in the very capable hands of Ms. Yvonne Fenner. Selected by the Board as the next Executive Officer, Yvonne is a tri-fecta appointee, having been a former CRB member, a current CRB staff person, and a CSR! With such an experienced leader at the helm, it truly is a great time to be involved as a consumer, industry representative, or Board member.

Thank you for my growth, for your patience, and, most of all, for your friendship.

David E. Brown
DAVID E. BROWN

Message from the Chair *Gregory Finch*

The world of court reporting is fast-paced and ever changing.

I welcome the opportunity to serve as Board Chairman during this dynamic time. Many challenges are facing us as the electronic era continues to offer, as well as demand, the use of new technology. I look forward to working with the industry on these issues while also continuing the Board's mission of protecting California's consumers.

Over the next year we will be embracing computer-based testing (CBT), allowing candidates to take the written portions of the Certified Shorthand Reporter (CSR) exam up to three times a year at various test sites throughout the state. I had the opportunity to attend a pilot test for the program last June, where I was able to witness firsthand the thorough security and the ease with which the testing equipment was used. This new system is just one of the many tools CRB plans to implement, ensuring California's CSRs are at the cutting edge of the industry.

Our Backup Audio Media (BAM) Task Force will also continue to develop and refine best practices for the use of BAM, and an

occupational analysis will soon be conducted for California's entry-level CSR requirements, ensuring that graduating court reporters will continue to be prepared to successfully enter the field. The CRB will also be updating and expanding its strategic plan in the coming months.

As you can see, we have a lot of exciting changes taking place thanks to the effort of former Chairwoman O'Neill and the Board. I am confident that we will be able to build upon their legacy, further enhancing work options for reporters and assuring consumer protection.

On behalf of the Board, I would like to thank Chairwoman O'Neill for her hard work and dedication. I welcome her support as the new Vice-Chair. I would also like to thank David E. Brown for his work as the CRB Executive Officer. David retired from his appointment on December 31, 2008. Please join me in wishing him the very best in all of his future endeavors. His broad knowledge of state government, calm demeanor, and easy sense of humor will be missed by all those that had the pleasure to work with him.

CRB Welcomes New Chairman

The Court Reporters Board (CRB) would like to welcome its new Board Chairman, Gregory Finch.

Mr. Finch was elected Chairman at the CRB's June 13, 2008 meeting. Mr. Finch is serving his second term as a Board member, after being appointed and reappointed by Governor Arnold Schwarzenegger. His term runs through June 1, 2012.

An attorney with over 25 years of experience, Chairman Finch brings a well-rounded perspective to the CRB as a consumer with extensive knowledge of the court system, the reporting process, and the CRB's role.

"Chairman Finch understands the importance of the CRB's primary mission: protecting California

consumers," notes CRB Executive Officer David E. Brown. "As an attorney, he really is the ultimate consumer of court reporting services. His experience will enable him to understand the issues impacting the reporting profession and to facilitate an appropriate course of action, optimizing our service to consumers."

"The integrity of my work as an attorney is largely dependent upon the court reporters with whom I work," added Chairman Finch. "I have great respect for them and firmly believe that accurate records are the very cornerstone of our judicial system. I feel privileged to have the opportunity to be a part of the Board's activities, ensuring that the record keeping process is held to the highest standard possible."

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Two-Phase Compliance Review

information, academic and skill development progress, qualifier exams, and availability of library and equipment resources.

The CRB plans to conduct five to six site visits per year, as long as staffing and the budget can support such a schedule.

Accomplishing six site reviews per year will allow for each school to be visited every three years. Although the Business & Professions Code allows for unannounced visits, the current policy provides schools with a 60-day notice. Site review locations are chosen based on a variety of factors, including first-time candidate exam results, length of time since previous review, and proximity to other schools scheduled for review.

Meet the CRB Staff

CONNIE CONKLE, *Enforcement Analyst*

Connie has been with the CRB for more than 10 years. In her current role, she coordinates all enforcement activities and facilitates complaint resolutions. She screens all complaints, prepares disciplinary cases on behalf of the CRB Executive Officer for review by the State Attorney General's Office, and monitors the progress of appeals.

JULIA MIRANDA-BURSELL, *School Oversight Analyst*

Julia has more than 30 years of state service experience in human resources and compensation law. She reviews court reporting schools, verifying that they are in compliance with CRB laws and rules. Julia also oversees the Transcript Reimbursement Fund, which provides free transcripts to indigent litigants of the judicial system.

KIM KALE, *Exam/Licensing Analyst*

Kim has worked for the CRB for nearly nine years. As the CRB's Exam Analyst, Kim is the lead person responsible for all exam functions, including screening applications, scheduling exams, and administering the Certified Shorthand Reporter (CSR) tests. She also processes license renewal fees.

ANDY ANDAGAN, *Compliance/Policy Analyst*

Andy has more than 32 years of state service. His current responsibilities include reviewing CSR school programs as well as researching and developing assigned projects for the Executive Officer.

YVONNE FENNER, *CSR, Committee Administrative Analyst*

Yvonne brings with her the unique perspective of having recently served as a Board member. She is the first CSR to



Standing (left to right): Bill Schmidt, David E. Brown, Kim Kale, Connie Conkle, Andy Andagan. Sitting: Yvonne Fenner, Julia Miranda-Bursell, Jennifer Hauptert

work for the CRB in its 52-year history. Her current duties include acting as the liaison between CRB committees, task forces, and the CRB staff; tracking strategic planning efforts; and analyzing emerging technology to evaluate its effect on the court reporting industry.

BILL SCHMIDT, *Special Programs Analyst*

With more than 30 years of state service, Bill provides the Board statistical data on student surveys, assists in on-site school reviews and monitors applicant activity during the CSR tests.

JENNIFER HAUPERT, *Receptionist*

As CRB's first point of contact, Jennifer's duties include answering the telephone, greeting visitors, distributing mail, preparing licensing payments for processing, and handling CSR address and name changes. She also assists the Examination Analyst in processing exams.



California Court Reporting Community Mourns Loss of Leader

John Zandonella of Concord passed away on June 2, 2008, at the age of 79 after a year-long battle with lung cancer. John's career in court reporting included owning

and operating Zandonella Reporting Service with his wife and business partner, Fosca Zandonella.

He also served as a president of the California Court Reporters Association and was a founding member of the Deposition Reporters Association. His dedication to the court reporting industry was greatly appreciated. He will be missed.

CRB Today is Going Green

The CRBToday newsletter is making the leap into the electronic age in an effort to be more eco-friendly while also saving thousands of dollars in printing and postage costs.

Consequently, the spring 2009 edition of CRBToday will only be available electronically via the Board Web site, as well as distributed via email to those who have registered for electronic correspondence.

If you haven't already done so, go to the CRB Web site (www.courtreportersboard.ca.gov) and click on "Join CRB Subscriber's List."

UPDATE FROM THE STATE CAPITOL

Mandatory Continuing Education Bill Vetoed

Official court reporters have been required to complete mandatory continuing education as a condition of employment since January 1, 2007. CRB sought to extend the continuing education requirement to those court reporters working in the freelance arena. This would not only ensure a level playing field, but also protect California consumers by requiring all court reporters to stay current in their field, meeting the same standard of professionalism and knowledge.

Assembly Bill 2189, authored by Assemblywoman Betty Karnette (D-Long Beach), sponsored by the CRB and supported by multiple court reporting associations, was vetoed by Governor Arnold Schwarzenegger. "The proposed continuing education requirements in this bill impose an additional burden on the regulated profession without justifying a compelling need," the Governor said in his veto message.

The CRB thanks Assemblywoman Karnette and her staff for their untiring efforts to protect California consumers. Additionally, the CRB appreciates the assistance and support of the CRB Continuing Education Task Force members and all the supporters of the bill for their dedication to this much needed consumer action.

The CRB will review the merits of revising this bill for the next legislative session.

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Examination Statistics

March 2008	Total # Apps 159	Overall # Pass 58	Overall % Pass 36.5%
	Total	Pass	Overall %
Dictation	133	70	52.6%
English	88	45	51.1%
Professional Practice	92	54	58.7%

July 2008 - Dictation Only

July 2008	Total # Apps 142	Overall # Pass 38	Overall % Pass 26.8%
	Total	Pass	Overall %
Dictation	110	50	45.5%

Computer-Based Testing Is Now Available

Computer-based testing (CBT) was successfully implemented this past summer. As of July 1, 2008, qualified CSR candidates are able to schedule the written portions of their exam at the time and location of their choice.

As always, applicants should register with the CRB to take the exam. The CRB will then confirm the candidate's eligibility and notify the test vendor of the approval. The test vendor (currently PSI) will then send the approved candidate a packet of information, including the locations of the testing sites and how to schedule the exam.

After the test has been completed, the vendor will send the results to the CRB. The CRB will then notify the candidate of their score. If they don't pass, the CRB will explain the reapplication process.

Candidates are currently able to take the exam up to three times a year, once from July to October, once from November to February, and once from March to June.

Feedback from students regarding computer-based testing has been extremely positive. Empowering candidates to decide when to take the written portions of the exam enables each student to set their

own pace, allowing them to feel more relaxed and confident when taking the test. Students also appreciate the option of being able to take the exam closer to home, minimizing transportation costs and eliminating the need for overnight accommodations.

A statistical report reflects a higher pass rate for CBT participants. During CBT-offered exam dates from 7/1/08 to 10/31/08, the English Examination pass rate was 63 percent and the Professional Practice Exam pass rate was 72 percent. On the other hand, the last traditional two-day written and dictation exam in March 2008 resulted in an English Examination pass rate of 51 percent and a Professional Practice pass rate of 59 percent. Although this statistical analysis is based on a limited timeframe, it clearly suggests that the new process is supporting students and promoting success.

For more information on computer-based testing, visit the CRB Web site: <http://www.courtreportersboard.ca.gov>. For more information on participating in exam workshops, contact Kim Kale at Kim_Kale@dca.ca.gov.

What is a CSR Occupational Analysis?

Q. What is an occupational analysis?

A. An occupational analysis is a document that covers the essential elements of a specific occupation. The court reporter analysis is updated every five to seven years to ensure compliance with state and federal laws concerning accuracy of job requirements.

Q. How is this document developed?

A. It is developed by CSRs and other experts, such as teachers, and is based on feedback from a field survey. The survey asks CSRs to identify current professional standards and what knowledge and skills are necessary for success on the job. Survey responses are summarized, and several workgroups are established to collate the data, critique the information, and develop an updated occupational analysis.

Q. How is the occupational analysis used?

A. The occupational analysis includes ratings for particular skills or areas of knowledge that are most critical for an entry level CSR. This information is then used by the test subject matter experts (panels of CSRs) to develop the written and dictation examinations. Every question on the written exams, plus the content of the dictation exam, can be traced back to the occupational analysis.

Q. How long does it take for a new occupational analysis to be incorporated into the exams?

A. The process to develop and finalize a new occupational analysis takes approximately one year. After it is finalized, a “break-in” period, generally of one year or more, is provided to ensure that school curriculum has been updated to reflect analysis changes and newly graduated students are proficient in those new key knowledge areas (if there have been updates).

Q. Can I participate in the process?

A. The CRB is developing a “pool” of newly licensed and experienced CSRs, school officials, and others with an interest in court reporting to assist in this project. If you’re interested in participating, send an email to Kim_Kale@dca.ca.gov. Be sure to include your CSR number, work experience (court, deposition, firm owner, school teacher/administrator, etc.), and contact information (email, address, and phone numbers).

As the timeline/workshops are developed, a pool of volunteers will be contacted to determine their availability. All workshops will be held in Sacramento. Volunteers outside of Sacramento receive airfare and hotel accommodations. All receive a daily stipend to cover incidentals and meals.

A copy of the current CSR Occupational Analysis can be found on the CRB Web site: <http://www.courtreportersboard.ca.gov/formspubs/occupational-analysis.pdf>.

Times are Changing for Court Reporting Schools

In 2007 we said good-bye to two public schools and welcomed two new private schools. Bakersfield College and Oceanside ROP closed their doors, while Bryan College in Gold River and Sage College in San Diego opened their doors. The CRB has also granted provisional recognition to Taft Community College as a new public court reporting program.

The College of the Redwoods recently announced that it will be eliminating its court reporting program because of declining enrollment and the resulting loss of government financial support. As of the fall 2007 semester, no new students were admitted into the program. The college is making every effort to help the remaining students complete the program in a timely manner.

Two court reporting programs moved their offices this past summer. Cypress College’s Court Reporting Program moved to 9200 Valley View, Cypress, CA 90630 and Bryan College (Los Angeles) moved to 3580 Wilshire Boulevard, Suite 400, Los Angeles, CA 90010.

As part of its goal of making sure California’s court reporting schools continue to meet the State’s high standards, last July the CRB adopted a new two-phase compliance review process. Phase 1, which was completed in October 2007, required all schools to provide the CRB with documentation on faculty qualifications, distance instruction, disclosure policies, and academic and other classroom requirements in advance of on-site reviews. Phase 2, in progress now, is the on-site review portion. Using available resources and data gathered in Phase 1 to guide priorities, CRB staff begin additional site visits to selected schools in 2009.

Federal Funds Available for Realtime Writer Training

On July 31, 2008, the United States Congress passed the Higher Education Opportunity Act, which earmarked funds for real-time writer training. The funds will be made available through a competitive grant process.

Court reporter students and working reporters looking to obtain or improve their real-time skills can apply for the grant. The goal of the program is to ultimately provide captioning services and other communication access to the 30 million Americans who are deaf or hard-of-hearing.

Additional details: <http://thomas.loc.gov/cgi-bin/query/z?c110:H.R.+1687>:

Minimum Transcript Format Standards

FREQUENTLY ASKED QUESTIONS

The Court Reporters Board (CRB) continues to receive questions regarding the applicability of California's Minimum Transcript Format Standards (MTFS). A simple rule of thumb for court is that **UNLESS** a licensee is employed by a court and acting in the capacity of an official or pro tempore reporter and such court has in place its own transcript format standards set forth in state or local rules of court, California's MTFS are applicable. A simple rule of thumb for depositions is use the California MTFS **UNLESS** the jurisdiction in which the case is venued has its own MTFS.

Question 1: Does the California CRB have the legal authority to discipline a California licensee for NOT following another jurisdiction's format?

Answer: Yes, pursuant to Title 16, Section 2473(b).

Question 2: Is the legal authority to enforce another jurisdiction's format held by that other jurisdiction's Board or reporter supervising entity?

Answer: The California CRB has jurisdiction to enforce all California laws and regulations related to the practice of certified shorthand reporting. Thus, under Title 16, Section 2473(b), if a licensee is required but fails to use the transcript format standards of another jurisdiction, both the California CRB and the other jurisdiction's enforcement authorities would have jurisdiction to discipline the licensee.

Question 3: Would the California CRB discipline a licensee if a transcript format complaint is received from another jurisdiction's Board or reporter supervising entity?

Answer: The California CRB has the authority and jurisdiction to investigate complaints from any source alleging violations of laws and regulations related to the practice of certified shorthand reporting. Discipline is but one of several possible outcomes following investigation of such complaints.

Question 4: If a licensee reports and transcribes depositions in a U.S. District Court (federal) case, are California's MTFS applicable?

Answer: Yes. The Federal Rules of Civil Procedure (FRCP) do not specify transcript format standards for depositions.

Question 5: If a licensee reports and transcribes depositions within California in a case venued in a state other than California, are California's MTFS applicable?

Answer: If the jurisdiction in which the case is venued does not have a minimum transcript format, then, yes, the California's MTFS applies.

Backup Audio Media – CRB Policy Status Update

As a result of its 2007 Strategic Plan, the CRB has been exploring Backup Audio Media (BAM), commonly known under the trade name Audiosync, as an industry tool. To gather information, a series of town hall meetings were held in Northern and Southern California for stakeholders and other interested parties to express their opinions. The following is a summary of findings:

CONSUMER CONCERNS

In some instances, the reporter's audio backup fails, causing an inability to produce transcripts. Privacy issues are also a concern, as reporters may opt to "play back" information rather than read it, resulting in off-the-record discussions that were inadvertently recorded being restated.

LICENSEE CONCERNS

Reporters fear their ability to protect and adequately document the record is compromised. As attorneys and expert witnesses become familiar with BAM,

they are less inclined to slow down their speech or to clarify statements, believing that the reporter can retrieve the clarification from the recorded audio. This concerns reporters who believe an unclear statement in person is likely equally unclear on the recorded audio. An added concern is there is also ambiguity as to who owns audio files and whether or not they can be requested by attorneys or firm owners.

TASK FORCE CONVENED

All feedback was heard by the CRB and the BAM Task Force, which consists of Chair Toni O'Neill, Judy Gillespie, Bill Greenley, Toni Pulone, and Debby Steinman. The Task Force is continuing to explore this issue and has begun to develop best practice guidelines for its use.

For more information on BAM, visit www.courtreportersboard.ca.gov/about-us/bam-taskforce.

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UPDATE FROM THE STATE CAPITOL *continued*

CRB Receives New Sunset Date

The ink of the Governor's signature is dry on Senate Bill 963, introduced by Senator Mark Ridley-Thomas (D-Los Angeles). The bill extends sunset dates of several Department of Consumer Affairs regulatory boards, including the CRB. The CRB's sunset date, as well as the sunset date for the Transcript Reimbursement Fund, has been extended to January 1, 2011.

Without having to redirect staff time to prepare for sunset review hearings, the current CRB has been able to take advantage of staff's full resources to meet the goals of a very ambitious strategic plan. Thanks to Senator Ridley-Thomas and his staff for their efforts on this piece of legislation.

Court Reporters Board of California - Citation & Fines Issued January – October 2008

RESPONDENT NAME - CITY	LICENSE NO.	DATE ISSUED	VIOLATION	SATISFIED
Petritsch, Sandra - Union City, CA	11684	10/16/2008	Business & Professions Code Section 8025 (d): Gross negligence, incompetence in practice; unprofessional conduct.	No
Silvas-Halkett, Michell - Trabuco Canyon, CA	9070	10/09/2008	Business & Professions Code Section 8016: Engaging in the practice of shorthand reporting without a certificate of licensure in full force and effect.	No
Manning, Teresa - Pittsburg, CA	10365	10/02/2008	Business & Professions Code Section 8025 (d): Unprofessional conduct...availability, delivery, execution and certification of transcripts...	No
Dean, Michael - Costa Mesa, CA	11113	9/24/2008	Business & Professions Code Section 8016: Engaging in the practice of shorthand reporting without a certificate of licensure in full force and effect.	No
Wood, Elizabeth - Concord, CA	5134	9/18/2008	Business & Professions Code Section 8016: Engaging in the practice of shorthand reporting without a certificate of licensure in full force and effect.	Yes
Smith, Sonia - Rancho Cucamonga, CA	11512	9/04/2008	Business & Professions Code Section 8025 (d): Unprofessional conduct; Section 8025 (e): Repeated unexcused failure...to transcribe notes of cases on appeal.	Yes
Galltin, Denise - Virginia Beach, VA	8225	9/04/2008	Business & Professions Code Section 8016: Engaging in the practice of shorthand reporting without a certificate of licensure in full force and effect.	No
Brewer, Stephan - Fresno, CA	13081	7/30/2008	Business & Professions Code Section 8016: Engaging in the practice of shorthand reporting without a certificate of licensure in full force and effect.	No
Shimek, Marcia - Carlsbad, CA	8672	7/09/2008	Business & Professions Code: Section 8025 (d), Unprofessional conduct; Section 8025 (f), Loss or destruction of stenographic notes...; Section 8025 (j) in conjunction with Government Code Section 69955(e): Time requirements for retention of stenographic notes.	Yes
Case, Joel - Martinez, CA	12643	7/08/2008	Business & Professions Code Section 8025 (d): Unprofessional conduct; Section 8025 (e): Repeated unexcused failure...to transcribe notes...	No
Sanchez, Maria - Riverside, CA	12531	6/20/2008	Business & Professions Code Section 8016: Engaging in the practice of shorthand reporting without a certificate of licensure in full force and effect.	No
Ricci, Linda - Sacramento, CA	7614	6/13/2008	Business & Professions Code Section 8025 (d): Unprofessional conduct; Section 8025 (e): Repeated unexcused failure...to transcribe notes of cases on appeal.	Yes
Reed, Angela - La Palma, CA	10716	6/11/2008	Business & Professions Code Section 8025 (d): Unprofessional conduct; Section 8025 (e): Repeated unexcused failure...to transcribe notes of cases on appeal.	No
Rocha, Karla - Clovis, CA	8982	2/21/2008	Business & Professions Code Section 8025 (d): Unprofessional Conduct, acts contrary to professional standards concerning... impartiality; Section 8025 (j) in conjunction with CA Code of Regulations, Title 16, Section 2475 (b)(6): Act without bias toward, or prejudice against any parties, and/or, their attorneys.	Yes
Imus, Lisa - Hayward, CA	7195	1/18/2008	Business & Professions Code Section 8016: Engaging in the practice of shorthand reporting without a certificate of licensure in full force and effect.	Yes
Winkenbach, Donna - Pomona, CA	6517	1/18/2008	Business & Professions Code Section 8016: Engaging in the practice of shorthand reporting without a certificate of licensure in full force and effect.	Yes

The Citation and Fines remain posted for one year from the date initially issued. To find out whether a specific licensee has ever been issued a Citation and Fine prior to the date shown, or to obtain further information on a specific Citation and Fine, please contact the Board office toll-free at 1-877-3-ASK-CRB 1-877-327-5272.

The above respondents' Citation and Fines that reflect "Satisfied" have been satisfactorily resolved. Payment of a fine is not an admission to the violation.

Court Reporters Board of California - Disciplinary Actions

The disciplinary actions listed below cover the period of time from January 2008 to October 2008. To find out whether a licensee has had disciplinary action prior to January 2008, or to obtain further information on specific disciplinary action for a licensee listed below, please contact the Board office toll-free at 1-877-3-ASK-CRB (877-327-5272).

A disciplinary action is a formal proceeding that includes the basis for the action sought against the licensee. These disciplinary actions are held in front of an Administrative Law Judge and allow for attorney, testimony and challenges as provided in the legal system. The administrative law judge then issues a decision that the Board can accept, reject or send back for additional information. Disciplinary cases can result in license revocation, suspension and/or a probationary status with conditions.

RESPONDENT NAME - CITY	LICENSE NO.	ACTION	EFFECTIVE DATE	CHARGES
Gawkowski, Andrea - San Diego	10241	Default Decision and Order; license revocation.	9/15/2008	Business and Professions Code Section 8025 (d): Unprofessional conduct; Business and Professions Code Section 8016: Engaging in the practice of shorthand reporting without a certificate of licensure in full force and effect. Business and Professions Code Section 8025 (h): Failure to comply with Citation and Fine.
COURT REPORTERS BOARD OF CALIFORNIA - DISCIPLINARY ACTIONS PENDING				
Heard, Patrick - San Francisco	11055	Accusation	8/27/2008	Business & Professions Code Section 8025(d), Unprofessional conduct; 8025(f), Loss or destruction of stenographic notes...
Chapa, Sandi - Hayward	11031	Accusation	6/9/2008	Business & Professions Code Section 8025(d), Unprofessional conduct
Morris, Diana - Sanger	12451	Accusation	3/28/2007	Business & Professions Code Sections 8025(d), Unprofessional conduct; 8025(h), Failure to pay a civil penalty relating to the provision of court reporting services or products; 125.9(b) (5)
Kelly, Theodora - La Crescenta	N/A	Statement of Issues	10/29/2008	Business & Professions Code Sections 475(a)(3); 480 (a)(2); 8016; 8017; 8018; and 8025(d)
Bentley, Elayne- Riverside	N/A	Statement of Issues	1/24/2008	Business & Professions Code Sections 475(a)(3); 480 (a)(2); 8016; 8017; 8018; and 8025(d)

A VALID CSR LICENSE = SAFE BUSINESS

A Certified Shorthand Reporter (CSR) with a license number does not ensure that he/she is legally able to act in the capacity of a shorthand reporter. A license may be invalid or in poor standing. It may also not have been renewed or the licensee may have a citation, fine, or disciplinary action against it.

What does this mean?

1. Per Business & Professions (B&P) Code section 8016, only a certified shorthand reporter **with a valid California license** has the authority to practice shorthand reporting in the state. A deposition/transcript prepared by an unlicensed person could be declared invalid and the firm subject to significant civil liability.

2. Unlicensed practice is a crime pursuant to B&P Code section 119 and 8019. By using an unlicensed reporter, a firm may be exposing themselves to criminal liability for assisting or abetting the use of unlicensed practice of shorthand reporting by B&P Code section 125.

Therefore, it is essential that businesses confirm the validity of a reporter's license for every job, as actions may have transpired against the licensee between jobs. To verify the status of a license, go to the "license verification" link on the CRB's Web site: www.courtreportersboard.ca.gov.

Remember, your best defense is a proactive one. Always verify license status to ensure your business is protected.

BOARD CALENDAR

LEGISLATIVE COMMITTEE MEETING

DECEMBER 11, 2008

Sacramento

2535 Capitol Oaks Drive

STRATEGIC PLANNING MEETING

JANUARY 30, 2009

Sacramento

2535 Capitol Oaks Drive

BAM TASK FORCE MEETING

JANUARY 31, 2009

Sacramento

2535 Capitol Oaks Drive

CSR DICTATION EXAMINATION

FEBRUARY 20, 2009

Los Angeles

Sheraton Gateway Hotel - LAX
6101 West Century Boulevard



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TONI O'NEILL, *Vice-Chair*

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